
Administrative, Judicial, and Legal Services

In this section you will find Administrative, Judicial, and Legal Services Department Mission Statement with a summary list of core services provided by division. Following the core services list, we include the mission statements of each division, along with lists of their outcomes, accomplishments for the year 2003, and action plans for the year 2004.

Mission Statement

Provide executive leadership and management for the Renton city government according to the mission, goals, and strategies for the City.

Division Core Services

Mayor's Office

- Manage internal and external issues and programs
- Coordinate community relations
- Facilitate city-wide communication efforts

City Clerk

- Legislative support
- City-wide records management
- Government access television channel operations
- Cable franchise administration
- Audio-visual services
- Information and referral services

City Attorney

- Misdemeanor prosecution
- Ordinance drafting and contract review
- Defense and litigation
- Day-to-day legal advice and preventative maintenance

Hearing Examiner

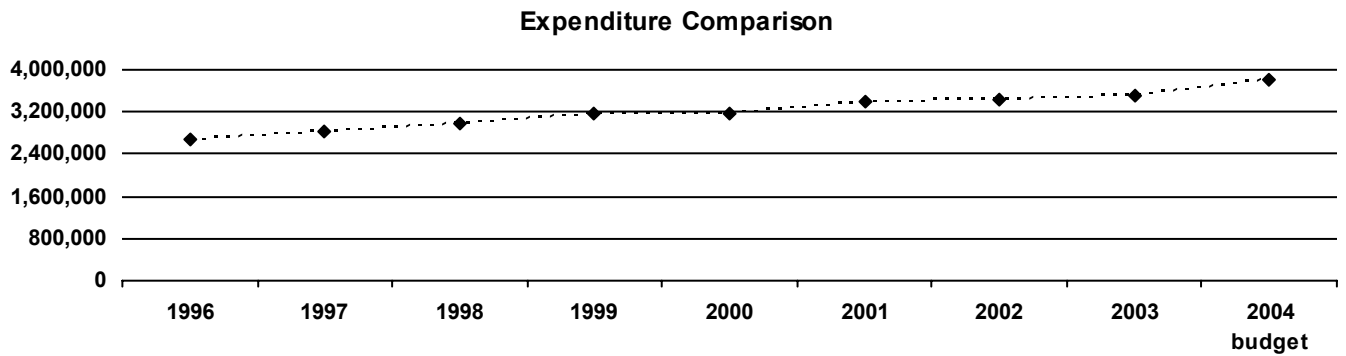
- Provide a hearing forum for the public to participate in the City's development process and for them to affect the look and livability of their neighborhood and city.
- Provide a forum where the development community can fairly present proposals and explain their benefits and compliance with City regulations and policies.
- Provide reports in a timely fashion that provide facts and conclusions that may be used by the public and the City Council to judge land use projects proposed within the City.

Court Services

- Case management
- Customer service
- Administrative services

An overview of Administrative, Judicial and Legal Services Department expenditures is shown in figure 3-2, followed by expenditures by division and category.

Figure 3-2. Administrative, Judicial, and Legal Services Overview



Expenditure Budget by Division - Administrative, Judicial, and Legal Services

	2001 Actual	2002 Actual	2003 Adj Bdgt	2003 Actual	2004 Budget	Change 2003/2004
Mayor's Office	704,557	728,450	835,000	747,179	816,400	-2.2%
City Clerk	391,464	384,713	439,900	404,554	445,800	1.3%
City Attorney	1,000,907	971,312	1,049,500	981,227	1,080,200	2.9%
Hearing Examiner	126,580	117,212	129,700	120,095	134,800	3.9%
Court Services	1,176,725	1,222,113	1,310,400	1,253,694	1,339,900	2.3%
Operating Total	3,400,233	3,423,800	3,764,500	3,506,749	3,817,100	1.4%
CIP	0	0	0	0	0	N/A
Total	3,400,233	3,423,800	3,764,500	3,506,749	3,817,100	1.4%

Expenditure Budget by Category - Administrative, Judicial, and Legal Services

	2001 Actual	2002 Actual	2003 Adj Bdgt	2003 Actual	2004 Budget	Change 2003/2004
Regular Salaries	1,445,357	1,508,118	1,607,600	1,597,071	1,673,600	4.1%
Part-Time Salaries	44,110	7,262	19,200	11,328	13,600	-29.2%
Overtime	5,348	5,050	10,200	10,797	5,000	-51.0%
Personnel Benefits	341,700	350,572	400,000	390,736	428,500	7.1%
Supplies	38,315	29,669	29,100	27,168	24,000	-17.5%
Other Services and Charges	1,480,733	1,473,770	1,653,800	1,424,295	1,629,800	-1.5%
Intergovernmental Services	38,648	39,777	44,600	36,619	42,600	-4.5%
Capital Outlay	6,022	9,582	0	8,735	0	N/A
Debt Service	0	0	0	0	0	N/A
Interfund Payments	0	0	0	0	0	N/A
Operating Total	3,400,233	3,423,800	3,764,500	3,506,749	3,817,100	1.4%
CIP	0	0	0	0	0	N/A
Total	3,400,233	3,423,800	3,764,500	3,506,749	3,817,100	1.4%

Major Department Changes for 2004

Major department changes are given below, followed by staffing levels.

Personnel Costs:

Salaries (\$67,000 - All Divisions)

Department salary increases include 3 percent cost of living, and 1.1 percent step increases, longevity, and reclassifications.

Benefits (\$29,700 - All Divisions)

Department increases include 10 percent medical, 12 percent dental, and the new state rates for industrial insurance.

Supplies, Other Services and Charges:

Contract Costs (\$47,200 - City Attorney, Court Services)

Contract increases include \$30,700 in Prosecutor/Legal Staff Services for a total annual budget of \$1,080,200; \$4,000 in Public Defender Conflict and \$12,500 in Interpreter fees to meet increasing demands.

Equipment Rental (-\$300 - Mayor's Office)

Total funding in the Equipment Rental Fund to cover equipment replacement and maintenance charges for all City fleet vehicles will decrease by 14.5 percent. This change is due to a reduction in the number of vehicles that need to be replaced, and lower maintenance costs. Monthly premiums from departments to reimburse the Equipment Rental Fund may differ since department costs are calculated based on assigned vehicles and their associated replacement and maintenance schedules.

2003 Funding Items:

Other Services and Charges (-\$25,000 - Mayor's Office)

Received sponsorship donation of \$25,000 to increase Fourth of July events funding for 2003. With no sponsor at the time of the adoption of the 2004 budget the appropriation is \$4,000 for this event.

Other Operating Changes:

Department Savings (-\$66,000 - All Divisions)

Department net changes are a result of management efforts to examine department core services and line item true-ups based on prior years. Changes include -\$13,000 in part-time salaries/benefits and overtime, -\$11,300 in supplies and training, -\$40,000 in professional services and fees, and -\$1,700 miscellaneous items.

Staffing Levels by Division - Administrative, Judicial, and Legal Services

	2001 Actual	2002 Actual	2003 Adj Bdgt	2003 Actual	2004 Budget	Change 2003/2004
Mayor's Office	7.0	7.0	7.0	7.0	7.0	0.0%
City Clerk	5.0	5.0	5.0	5.0	5.0	0.0%
City Attorney	0.0	0.0	0.0	0.0	0.0	N/A
Hearing Examiner	1.5	1.5	1.5	1.5	1.5	0.0%
Court Services	13.7	14.7	14.7	14.7	14.7	0.0%
Total FTE	27.2	28.2	28.2	28.2	28.2	0.0%

Divisions by Fund Number

The Administrative, Judicial, and Legal Services Department includes the operations of the following divisions: in the General Fund (000) and department number listed:

000/003	Mayor's Office
000/012	City Clerk
000/006	City Attorney
000/011	Hearing Examiner
000/002	Court Services

Mayor's Office

Following the mission statement and lists of outcomes, accomplishments, and action plans, we include charts for the Mayor's Office Division expenditures, 2004 funding decisions, and staffing levels.

Mission Statement

Provide executive leadership and administrative direction for the City of Renton to serve the interests of the community according to the mission, policies, and guidelines adopted by the Renton City Council.

Outcomes

- Promote and enhance the City's positive image
- Provide opportunities for residents to become informed about and connected to the City
- Promote a positive working environment for City employees
- Ensure regional decisions have considered Renton's interests
- Promote a positive quality of life for Renton residents
- Provide opportunities for employees to become informed and connected

2003 Accomplishments

Administration

- Conducted workshops with the Mayor, Council, and Department Administrators to review and refine the City's Vision, Mission, and Business Plan Goals.
- Provided executive management in the implementation of the 2003 portion of the City's Business Plan contained within the City's annual operating budget.
- Provided leadership and direction in regional issues including Transportation, Water Quality, the Endangered Species Act, Water Resource Inventory Areas, Pipeline Safety, Emergency Communications, Land Use, and other efforts.
- Worked with State and Federal Legislators to bring legislative and monetary assistance to Renton.
- Provided strategic direction and oversight for City operations including the annual Comprehensive Plan update, the preparation of the 2003 Budget, and overall City operations.

Mayor's Office

- Provided direction and oversight for various internal and external programs and issues. Provided analytical support and consultation for the direction of departmental, citywide, and regional programs, procedures, and initiatives.
- Provided customer assistance to both internal and external customers. Facilitated resolution of citizen concerns regarding various issues. Responded to approximately 800 telephone calls and/or office visits. Provided written communication to more than 125 external customers. Sent out 1,178 New Resident Welcome Packets.
- Coordinated and disseminated public information to internal and external customers through press releases, a monthly community newsletter (CitySource), the employee newsletter (Grady Grapevine), an award-winning community calendar, and a nationally recognized city website. Provided in-house consultation to staff on public information dissemination, brochure and newsletter production, and web page production.
- Organized and coordinated the 18th annual IKEA Renton River Days community festival, the City's volunteer program, the annual tour of municipal facilities for approximately 1,000 third graders from the Renton School District, and many other special events, groundbreakings, an Independence Day fireworks event at Coupon Park, and other events and activities.
- Coordinated delegation visits and other activities and events associated with Renton's Sister City relationships with Cuautla, Jalisco, Mexico and Nishiwaki, Japan.

2004 Action Plan

Administration

- Conduct workshops with the Mayor, Council, and Department Administrators to review and refine the City's Vision, Mission, and Business Plan Goals.
- Provide strategic direction and oversight for the annual update of the Comprehensive Plan and 2004 Budget.
- Work with State and Federal Legislators to bring legislative and monetary assistance to Renton.
- Provide strategic leadership and direction in the region for responses to a variety of issues such as Land Use, Transportation, Potential Annexation Areas, the Endangered Species Act, and Water Quality.
- Provide strategic leadership and oversight for the City's business and operational plans scheduled for the implementation in 2004.

Mayor's Office

- Direct the implementation of citywide Outcome Management and provide direction and oversight for the implementation of the citywide employee recognition program. Provide analytical support and consultation for the direction of departmental, citywide, and regional programs, procedures, and initiatives.
- Provide continued customer service to internal and external customers. Facilitate resolution of citizen concerns regarding various issues.
- Coordinate and disseminate public information through press releases, the community newsletter (CitySource), the employee newsletter (Grady Grapevine), the community calendar, and the City's website.
- Coordinate citywide special events (including the 19th annual Renton River Days festival and a second annual Independence Day fireworks display at Coulon Park), groundbreakings and dedication ceremonies, the City's volunteer program, and the Sister City program.

Expenditure Budget by Category - Mayor's Office

	2001 Actual	2002 Actual	2003 Adj Bdgt	2003 Actual	2004 Budget	Change 2003/2004
Regular Salaries	467,031	496,261	521,100	521,036	542,500	4.1%
Part-Time Salaries	24,416	2,622	6,200	3,860	6,400	3.2%
Overtime	3,184	2,607	0	4,993	0	N/A
Personnel Benefits	103,926	102,733	112,100	111,149	120,200	7.2%
Supplies	7,234	2,950	4,000	3,161	4,000	0.0%
Other Services and Charges	98,765	121,277	191,600	102,980	143,300	-25.2%
Intergovernmental Services	0	0	0	0	0	N/A
Capital Outlay	0	0	0	0	0	N/A
Debt Service	0	0	0	0	0	N/A
Interfund Payments	0	0	0	0	0	N/A
Operating Total	704,557	728,450	835,000	747,179	816,400	-2.2%
CIP	0	0	0	0	0	N/A
Total	704,557	728,450	835,000	747,179	816,400	-2.2%

Funding Decisions - Mayor's Office

2003 Adjusted Budget	\$835,000
<i>2004 Budget Changes</i>	
Salaries	21,600
Benefits	8,100
Professional Services	-15,000
Community Relations Contracts	-3,000
Training	-5,000
Equipment Rental	-300
Fourth of July (2003 funding)	-25,000
Total 2004 Budget	\$816,400

Staffing Levels (Full-Time Equivalent Employees - FTE) - Mayor's Office

	2001 Actual	2002 Actual	2003 Adj Bdgt	2003 Actual	2004 Budget	Change 2003/2004
Regular	7.0	7.0	7.0	7.0	7.0	0.0%
Temporary Part-Time	0.0	0.0	0.0	0.0	0.0	N/A
Intermittent Part-Time	0.1	0.0	0.0	0.0	0.0	N/A
Total FTE	7.1	7.0	7.0	7.0	7.0	0.0%

City Clerk

Following the mission statement and lists of outcomes, accomplishments, and action plans, we include charts for City Clerk Division expenditures, 2004 funding decisions, and staffing levels.

Mission Statement

The City Clerk Division is dedicated to preserving the City's official records and maintaining and providing accurate and timely information through various forms of media to meet the needs of the community and City departments.

Outcomes

- Public process ensured for informed decision-making
- Compliance with laws, policies and mandates
- Customers receive timely and accurate information
- Residents are informed of City and community issues and events via televised programming
- Access to available cable technology services for residents
- Enhanced presentations for audiences

2003 Accomplishments

- Managed completion of City-wide Records Inventory project.
- Assisted in development and processing of ten Policy and Procedures.
- Developed new informational desk manual for City elected officials.
- Directed conversion of Council Chambers audio recording system from analog to digital.
- Produced 12 new programs and updated reader board announcements for cable television Channel 21.
- Processed and indexed over 850 new records; including 65 Ordinances, 71 Resolutions, 40 public disclosure requests, 206 recorded documents

2004 Action Plan

- Recommend emerging computer technologies to improve communication, provide information to City Council and to engage the community.
- Analyze results of departmental records inventories and lead development of Vital Records Disaster Recovery Program.
- Begin development of records management manuals.
- Conduct enhanced training for all departments on public disclosure and electronic records management.

- Facilitate open public government and improve access to public information.

Expenditure Budget by Category - City Clerk

	2001 Actual	2002 Actual	2003 Adj Bdgt	2003 Actual	2004 Budget	Change 2003/2004
Regular Salaries	251,543	240,151	255,100	253,742	265,600	4.1%
Part-Time Salaries	0	0	0	0	0	N/A
Overtime	0	86	0	124	0	N/A
Personnel Benefits	56,989	57,206	68,600	67,334	74,000	7.9%
Supplies	7,727	3,993	6,100	4,091	6,600	8.2%
Other Services and Charges	30,534	43,500	65,500	33,909	57,000	-13.0%
Intergovernmental Services	38,648	39,777	44,600	36,619	42,600	-4.5%
Capital Outlay	6,022	0	0	8,735	0	N/A
Debt Service	0	0	0	0	0	N/A
Interfund Payments	0	0	0	0	0	N/A
Operating Total	391,464	384,713	439,900	404,554	445,800	1.3%
CIP	0	0	0	0	0	N/A
Total	391,464	384,713	439,900	404,554	445,800	1.3%

Funding Decisions - City Clerk

2003 Adjusted Budget	\$439,900
<i>2004 Budget Changes</i>	
Salaries	10,500
Benefits	5,400
Advertising	-4,000
Codification	-5,200
Voter Registration	-2,000
All Other	1,200
Total 2004 Budget	\$445,800

Staffing Levels (Full-Time Equivalent Employees - FTE) - City Clerk

	2001 Actual	2002 Actual	2003 Adj Bdgt	2003 Actual	2004 Budget	Change 2003/2004
Regular	5.0	5.0	5.0	5.0	5.0	0.0%
Temporary Part-Time	0.0	0.0	0.0	0.0	0.0	N/A
Intermittent Part-Time	0.0	0.0	0.0	0.0	0.0	N/A
Total FTE	5.0	5.0	5.0	5.0	5.0	0.0%

City Attorney

Following the mission statement and lists of outcomes, accomplishments, and action plans, we include charts for City Attorney Division expenditures, 2004 funding decisions, and staffing levels.

Mission Statement

Provide quality legal representation to the City and its employees in a timely, effective, and positive manner.

Outcomes

- Efficient, effective, and fair administration of justice
- Efficient and effective administration of the City government
- Reduction of unnecessary economic losses and provision of efficient, effective, and fair dispute resolution mechanisms
- Efficient and effective administration of City government and reduction of unnecessary economic losses.

2003 Accomplishments

- Obtain summary judgments of dismissal on the Plano case, the Lucas Children's Trust case and the civil rights portion of the Bosteder case.
- Provided ordinance drafting and contract review, in general on the first day after the materials were submitted to the City Attorney's office.
- Kept up with changes in the law and forwarded copies of the relevant cases or statutes to the department head for dissemination within that department.
- Assisted in City-Boeing negotiations concerning comprehensive plan, zoning and development agreement and gave legal advice to staff concerning these issues and environmental and other reviews necessary to that effort.
- Worked with City staff on River Rock lease renewal, Chastain trail issues, jail contract, Barfield purchase and Edlund and Koram purchase.
- Handled numerous bidding irregularities in contract issues for capital improvement projects.

2004 Action Plan

- Provide ordinance drafting and contract review for routine matters on the first day after receipt by City Attorney's office. Provide more complicated matters within the week. Provide very complicated or extensive matters on a prearranged date.
- Aggressively defend litigation matters alleging negligence, with a result favorable to the City 80 percent of the time.

- Provide training to a City department on a substantive area of the law at least twice each calendar year.
- Keep up with changes in statutory and case law and provide information concerning the changes to the department administrator for dissemination.

Expenditure Budget by Category - City Attorney

	2001 Actual	2002 Actual	2003 Adj Bdgt	2003 Actual	2004 Budget	Change 2003/2004
Regular Salaries	0	0	0	0	0	N/A
Part-Time Salaries	0	0	0	0	0	N/A
Overtime	0	0	0	0	0	N/A
Personnel Benefits	0	0	0	0	0	N/A
Supplies	18,055	14,103	3,300	13,901	3,300	0.0%
Other Services and Charges	982,851	957,209	1,046,200	967,326	1,076,900	2.9%
Intergovernmental Services	0	0	0	0	0	N/A
Capital Outlay	0	0	0	0	0	N/A
Debt Service	0	0	0	0	0	N/A
Interfund Payments	0	0	0	0	0	N/A
Operating Total	1,000,907	971,312	1,049,500	981,227	1,080,200	2.9%
CIP	0	0	0	0	0	N/A
Total	1,000,907	971,312	1,049,500	981,227	1,080,200	2.9%

Funding Decisions - City Attorney

2003 Adjusted Budget	\$1,049,500
<i>2004 Budget Changes</i>	
Contract increase	30,700
Total 2004 Budget	\$1,080,200

Hearing Examiner

Following the mission statement and lists of outcomes, accomplishments, and action plans, we include charts for Hearing Examiner Division expenditures, 2004 funding decisions, and staffing levels.

Mission Statement

Provide decisions and recommendations for the public and City Council through a fair, impartial, open legal process. Provide compliance with laws, policies, and mandates. Provide a public process that results in informed decision-making.

Outcomes

- Provide reports in a timely fashion that provide facts and conclusions that may be used by the public and the City Council to judge land use projects proposed within the City.

2003 Accomplishments

- Reported out decisions in a timely fashion on land use permits.
- Reported out decisions in a timely fashion on other administrative subjects, including forfeiture and impoundment proceedings.

2004 Action Plan

- Consider and apply land use regulatory codes.
- Hear appeals regarding SEPA or Administrative decisions.

Expenditure Budget by Category - Hearing Examiner

	2001 Actual	2002 Actual	2003 Adj Bdgt	2003 Actual	2004 Budget	Change 2003/2004
Regular Salaries	100,787	102,601	107,400	103,591	111,800	4.1%
Part-Time Salaries	0	0	0	0	0	N/A
Overtime	0	0	0	173	0	N/A
Personnel Benefits	14,608	13,441	14,600	15,069	15,300	4.8%
Supplies	297	188	700	34	700	0.0%
Other Services and Charges	10,888	982	7,000	1,228	7,000	0.0%
Intergovernmental Services	0	0	0	0	0	N/A
Capital Outlay	0	0	0	0	0	N/A
Debt Service	0	0	0	0	0	N/A
Interfund Payments	0	0	0	0	0	N/A
Operating Total	126,580	117,212	129,700	120,095	134,800	3.9%
CIP	0	0	0	0	0	N/A
Total	126,580	117,212	129,700	120,095	134,800	3.9%

Funding Decisions - Hearing Examiner

2003 Adjusted Budget	\$129,700
<i>2004 Budget Changes</i>	
Salaries	4,400
Benefits	700
Total 2004 Budget	\$134,800

Staffing Levels (Full-Time Equivalent Employees - FTE) - Hearing Examiner

	2001 Actual	2002 Actual	2003 Adj Bdgt	2003 Actual	2004 Budget	Change 2003/2004
Regular	1.5	1.5	1.5	1.5	1.5	0.0%
Temporary Part-Time	0.0	0.0	0.0	0.0	0.0	N/A
Intermittent Part-Time	0.0	0.0	0.0	0.0	0.0	N/A
Total FTE	1.5	1.5	1.5	1.5	1.5	0.0%

Court Services

Following the mission statement and lists of outcomes, accomplishments, and action plans, we include charts for Court Services Division expenditures, 2004 funding decisions, and staffing levels.

Mission Statement

Renton Municipal Court will perform all court functions in accordance with national standards, for the public and support services.

Outcomes

- Assist public in court processes
- Implement and comply with laws
- Provide justice with dignity in a timely manner
- Provide a neutral setting to resolve disputes

2003 Accomplishments

- Court processes US Passport Applications.
- Court personnel answer telephones in person and answer questions from public regarding court business.
- Mandatory recordings of court proceedings are made digitally.
- No negative audit findings.

2004 Action Plan

- Survey public via Utility Billing to assess satisfaction and expectations of court services.
- Train court staff regarding new legislation.
- Monitor status of court related claims and respond as appropriate.
- Establish baseline for filing to disposition dates.
- Collect and summarize complaints from the correspondence to Mayor's Office, City Council and Court.

Expenditure Budget by Category - Court Services

	2001 Actual	2002 Actual	2003 Adj Bdgt	2003 Actual	2004 Budget	Change 2003/2004
Regular Salaries	625,995	669,105	724,000	718,702	753,700	4.1%
Part-Time Salaries	19,694	4,640	13,000	7,468	7,200	-44.6%
Overtime	2,163	2,357	10,200	5,507	5,000	-51.0%
Personnel Benefits	166,176	177,192	204,700	197,184	219,000	7.0%
Supplies	5,002	8,435	15,000	5,981	9,400	-37.3%
Other Services and Charges	357,694	350,802	343,500	318,852	345,600	0.6%
Intergovernmental Services	0	0	0	0	0	N/A
Capital Outlay	0	9,582	0	0	0	N/A
Debt Service	0	0	0	0	0	N/A
Interfund Payments	0	0	0	0	0	N/A
Operating Total	1,176,725	1,222,113	1,310,400	1,253,694	1,339,900	2.3%
CIP	0	0	0	0	0	N/A
Total	1,176,725	1,222,113	1,310,400	1,253,694	1,339,900	2.3%

Funding Decisions - Court Services

2003 Adjusted Budget	\$1,310,400
<i>2004 Budget Changes</i>	
Salaries	30,500
Benefits	15,500
Overtime, Part Time Salaries/Benefits	-13,000
Supplies & Small tools	-5,600
Judges Pro Tem	-6,300
Professional Services/Public Defender Conflict	4,000
Interpreter fees	12,500
Witness fees	-5,600
All Other	-2,500
Total 2004 Budget	\$1,339,900

Staffing Levels (Full-Time Equivalent Employees - FTE) - Court Services

	2001 Actual	2002 Actual	2003 Adj Bdgt	2003 Actual	2004 Budget	Change 2003/2004
Regular	13.0	14.0	14.0	14.0	14.0	0.0%
Temporary Part-Time	0.0	0.0	0.0	0.0	0.0	N/A
Intermittent Part-Time	0.7	0.7	0.7	0.7	0.7	N/A
Total FTE	13.7	14.7	14.7	14.7	14.7	0.0%

Table 3-5. Administrative, Judicial, and Legal Services Performance and Workload Indicators

	2001 Actual	2002 Actual	2003 Forecast	2003 Actual	2004 Forecast
Mayor's Office					
Renton's Web Site Total Hits for the Year	1,131,971	1,672,066	1,800,000	1,935,531	2,200,000
New Resident Welcome Packets Mailed Out	900	1,126	950	1,178	1,200
Court Services					
Jury Trials Set	711	797	750	841	820
Jury Trials Heard	18	14	30	22	25
Non-Jury Trials Set	250	204	260	210	225
Non-Jury Trials Heard	20	17	30	12	15
Interpreters Used	398	349	400	415	400
Cases Heard using Interpreters				1,226	1,300
Pre-Sentence and Evaluations	246	256	250	518	750
Probation (monthly average)	412	424	440	433	420
Court Cost Recoupment					
Public Defense	\$136,239	\$136,823	\$130,000	\$139,755	\$130,000
Probation	\$162,250	\$153,818	\$150,000	\$147,376	\$180,000
Hearing Examiner					
Total Cases	107	48	113	58	92
Property Forfeitures	3	3	6	8	8
Vehicle Impounds	9	5	10	15	15
SEPA Appeals	5	2	5	0	3
Administrative Appeals	10	2	12	1	10
Other Jurisdiction Cases	4	1	11	10	10
Conditional Use Permits	5	8	7	1	3
Preliminary Plats	18	7	18	8	10
Site Approvals	8	6	11	7	10
Short Plats	14	8	11	6	8
Variances	5	1	6	0	2
Special Permit for Fill and Grade	1	2	3	0	2
Waiver of Street Improvements	0	0	0	0	0
Rezoning	15	1	10	1	4
Shoreline Management	1	2	3	0	4
Other	0	0	0	1	3
City Clerk					
Ordinances Processed	49	60	50	65	55
Resolutions Processed	63	61	60	71	65
New Contracts	202	218	200	200	215
Contract Addenda	58	71	50	115	80
New Index Cards (mainframe)	810	885	1,500	856	900
Videos Produced (excluding Council Meetings)	13	12	26	12	15
Council Minutes Published	42	42	42	44	42
Recorded Documents	175	190	200	206	200

Table 3-6. Administrative, Judicial, and Legal Services Department Position Listing

		2001 Actual	2002 Actual	2003 Budget	2003 Actual	2004 Budget
Grade	Title					
Mayor's Office						
	Mayor (Elected)	1.0	1.0	1.0	1.0	1.0
M53	Chief Administrative Officer	1.0	1.0	1.0	1.0	1.0
M30	Assistant to Chief Administrative Officer	1.0	1.0	1.0	1.0	1.0
M25	Community Relations Manager	1.0	1.0	1.0	1.0	1.0
N12	Community Relations Specialist	1.0	1.0	1.0	1.0	1.0
N13	Executive Secretary	1.0	1.0	1.0	1.0	1.0
N05	Secretary I	1.0	1.0	1.0	1.0	1.0
Total Mayor's Office		7.0	7.0	7.0	7.0	7.0
City Clerk Division						
M30	City Clerk/Cable Manager	1.0	1.0	1.0	1.0	1.0
M17	Deputy City Clerk	1.0	1.0	1.0	1.0	1.0
A12	Multimedia/Records Specialist	1.0	1.0	1.0	1.0	1.0
A11	Records Management Coordinator	1.0	1.0	1.0	1.0	1.0
A09	Records Management Specialist	1.0	1.0	1.0	1.0	1.0
Total City Clerk Division		5.0	5.0	5.0	5.0	5.0
Hearing Examiner Services Division						
M35	Hearing Examiner	1.0	1.0	1.0	1.0	1.0
A07	Hearing Examiner's Secretary	0.5	0.5	0.5	0.5	0.5
Total Hearing Examiner Division		1.5	1.5	1.5	1.5	1.5
Court Services						
	Municipal Court Judge (Elected)	1.0	1.0	1.0	1.0	1.0
M30	Court Services Director	1.0	1.0	1.0	1.0	1.0
A18	Probation Officer	0.0	1.0	1.0	1.0	1.0
A11	Judicial Specialist (Lead)	2.0	2.0	2.0	2.0	2.0
A08	Judicial Specialist	9.0	9.0	9.0	9.0	9.0
Total Regular Staffing		13.0	14.0	14.0	14.0	14.0
Intermittent Part-Time		0.7	0.7	0.7	0.7	0.7
Total Court Services Division		13.7	14.7	14.7	14.7	14.7
Total Regular Staffing		26.5	27.5	27.5	27.5	27.5
Total Intermittent Part-Time		0.7	0.7	0.7	0.7	0.7
Total Administrative, Judicial, and Legal Services		27.2	28.2	28.2	28.2	28.2